



## JOB DESCRIPTION

Title: **ADMINISTRATIVE ASSISTANT CHIEF**

Department: Fire

Class Code: 3354

FLSA Status: Non-Exempt

Effective Date: July 1, 2015

Grade Number: 29

### GENERAL PURPOSE

Under general supervision from the Fire Chief, performs professional and technical work in the field of fire prevention as well as coordinates and administers Pre-Hospital and Emergency Medical Care programs, Emergency Medical Transport Services for Murray City Fire Department.

### EXAMPLE OF DUTIES

#### Fire Prevention Duties

- \*-- Supervises Deputy Fire Marshal and Fire Inspector; hires, trains, evaluates, and disciplines Deputy Fire Marshal and Fire Inspector.
- \*-- Holds responsibility for the fire prevention division; enforces the provisions of the Fire Prevention code and the laws and regulations of Murray City pertaining to fire prevention and fire protection.
- \*-- Has responsibility for the inspection of all buildings and premises in Murray City in accordance with the provisions of the Fire Prevention Code.
- \*-- Reviews building and fire sprinkler plans to assure fire code requirements are met.
- \*-- Investigates complaints received by the Fire Prevention Division; establishes and maintains comprehensive records of all business transacted such as complaints, inspections, investigations, notices served and permits written.
- \*-- Investigates origin and circumstances of fires which involve loss of life, injury to any person or persons or damage or destruction of property. Takes charge of evidence of the origin of the fire.
- \*-- Makes reports to the Fire Chief; provides information to the business community and the public upon request; attends, if possible, all off-duty fires.

- \*-- Coordinates and participates in planning activities in response to community needs. Develops and implements policies and procedures to meet those needs.

**Emergency Medical Responsibilities** (Duties may include, but are not limited to, the following)

- \*-- Develops and implements policies and procedures regarding EMS and other emergency programs; ensures compliance with EMS policies, procedures and protocols; handles related administrative issues; and develops criteria on which to evaluate personnel needs and operational effectiveness.
- \*-- Oversees the EMS program operations and personnel for compliance with legal requirements including infection control; determines training requirements for emergency programs; and reviews, monitors and revises training programs to ensure that personnel meet required standards; provides education, training, and technical expertise for department personnel.
- \*-- Conducts special studies, analysis and investigations of emergency medical performance, quality improvement and emergency medical dispatch issues; prepares administrative, budget and other reports; and gathers and interprets a variety of statistical data, prepares and submits required reports to appropriate agencies.
- \*-- Investigates complaints and procedural or process concerns and directs the resolution of emergency medical performance issues; provides direct field supervision to monitor the delivery of pre-hospital medical services; responds to mass casualty incidents when warranted and assumes leadership role as appropriate in providing medical oversight.
- \*-- Participates as part of the management team in the development and implementation of short and long-term goals for EMS and other programs.
- \*-- Acts as liaison with local and state regulatory agencies, hospital personnel, City departments, other fire agencies and the public in the course of managing the EMS program.
- \*-- Manages EMS documentation processes to ensure accurate and confidential records and reports; coordinates and prepares responses to subpoenas for medical records and/or personnel; maintains records and generates reports for BLS/ALS educational and licensing requirements. Develops, implements, and maintains written policy and procedure manuals for EMS and other programs.
- \*-- Prepares, researches, initiates, and approves EMS equipment purchases; monitors program expenses; and maintains inventory supplies to support the EMS program.
- \*-- Represents the City regarding emergency medical services issues with local, state and federal agencies.
- \*-- Participates in the administration and coordination of department workers compensation matters.

- \*-- Assists in the development and administration of budgets in the areas of fire prevention and EMS. Knowledge of medical transport billing and other requirements related to emergency medical transport services.
- \*-- Provides direction, coaching, counseling and mentoring to the fire department personnel assigned to provide EMS.
- \*-- Ensures completeness and accuracy of operational records and reports related to EMS provided by the Fire Department.
- \*-- Maintains communications with other response agencies, receiving facilities, the Utah Bureau of EMS and allied organizations.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- The Administrative Assistant Chief may be appointed by the appointing power subject to the approval of the Mayor.
- Graduation from college or university with a Bachelor's Degree in Fire Science or a related field and seven (7) years of experience as a Firefighter, including two of those years in supervisory experience, plus at least one (1) year as a Battalion Chief OR any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver License; must be EMT-B certified.
- Must be Fire Code certified.
- Must be Fire Inspector I and International Fire Code Certified.
- Fire Investigator I certification desired but not required.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of goals and objectives of the City fire control program; considerable knowledge of effective fire prevention techniques; considerable knowledge of effective techniques and methods of fire suppression; considerable knowledge of effective operation of policies and procedures, building codes, fire codes and electrical codes.
- Extensive knowledge of training and certification requirements for EMS personnel.

- Extensive knowledge in the delivery of Emergency Medical Services (EMS).
- Skill in methods and techniques of firefighting; ability to create effective working relationships with employees; ability to communicate effectively both verbally and in writing.
- Ability to teach fire prevention and safety techniques to Fire Department personnel and in the public schools, churches, and civic organizations.
- Ability to manage and coordinate the Fire Department EMS programs through Fire Department personnel utilizing the established chain of command.
- Ability to investigate complaints and respond to requests for information.--

## **TOOLS & EQUIPMENT USED**

- Vehicle, radio, pager, personal computer, calculator, phone, personal protective gear, first aid equipment, other standard firefighting equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.